

CHAPTER 1

INTRODUCTION

1-1. Purpose.

The purpose of this pamphlet is to provide U.S. Army Corps of Engineer, Army Directorate of Engineering and Housing (DEH), and Air Force Base Civil Engineer (BCE) personnel with information that will assist them in providing or receiving installation support services. It describes the interface between the installation and USACE activities, and more importantly, the handbook helps installation managers supplement their capabilities by making the complete range of talents, skills and services of USACE easily accessible through the Installation Support Program. This pamphlet is a guide and does not supersede any regulations or contract requirements, or abridge command authority or responsibility.

1-2. Applicability.

This pamphlet applies to HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and field operating activities. The level of expertise or extent to which a service will be accomplished by the local USACE District may vary. However, the networking system and ability to share resources and expertise throughout USACE allows access to any of these support services through the local district Installation Support coordinator.

a. A key management objective is to make it easy for an installation to access the many services available from the district. A district not only offers support in a wide variety of engineering disciplines, but also in construction management, real estate, and numerous other disciplines and support areas.

b. The chapters within this pamphlet have detailed explanations of available support services, to include information on typical costs, schedules and policy guidelines pertaining to each service. Sample request forms are included as examples of how an installation obtains support.

1-3. References. The references and regulatory publications which govern the Installation Support Program are categorized and included within this pamphlet in two groups: required references and related references. Required references are those included in each chapter; they are mandatory readings to understand the service being described. Related references are included in Appendix A and are recommended readings which will further enhance the reader's knowledge and provide a full understanding of the subject matter.

1-4. Use of This Pamphlet and How to Obtain Services.

a. This pamphlet is organized for easy reference. The first chapter gives basic information about USACE, Division/ District boundaries, points of contact, the organizational structure of a typical district, and the Installation Support organizational structure.

b. The second chapter of the pamphlet is a general overview of the Installation Support Program and how a typical district operates the program. Optional ways of getting projects accomplished are presented. It also describes some of the many ways to keep installations informed as to the progress of their work.

c. The third through the ninth chapters are the centerpiece of the pamphlet. These chapters describe the various support services, who provides these services, work request forms to initiate a support request, when to request the service, how long it takes to provide the service, and, perhaps most importantly, how much the service costs and what funding sources/alternatives are available.

d. The pamphlet concludes with a series of appendices that will help an installation understand USACE capabilities, obtain support from a USACE activity, and provide feedback to districts on their performance. Key terms relating to installation support are contained in Appendix B. Information management systems are described in Appendix C. Major programs encountered by the installation are at Appendix D. Financial management requirements and relationships are in Appendix E. USACE centers of expertise and laboratories, and their assigned mission areas, are listed and defined in Appendix F. Guidelines for supporting U. S. Air Force projects are in Appendix G. Guidance on how to obtain USACE support and provide feedback to a district on their performance is contained in Appendix H. Overall installation management philosophy is summarized in DoD Directive 4000.1.1, which appears in Appendix I.

e. Update procedure. Comments and suggestions regarding improvements to this manual are welcomed at any time. Normally, the pamphlet will be updated every two years, with revised pages being prepared more often when needed. Districts and installations will be provided with copies of all revised pages and will be offered the opportunity to make comments when revisions are accomplished.

1-5. USACE Major Subordinate Command and District Boundaries.

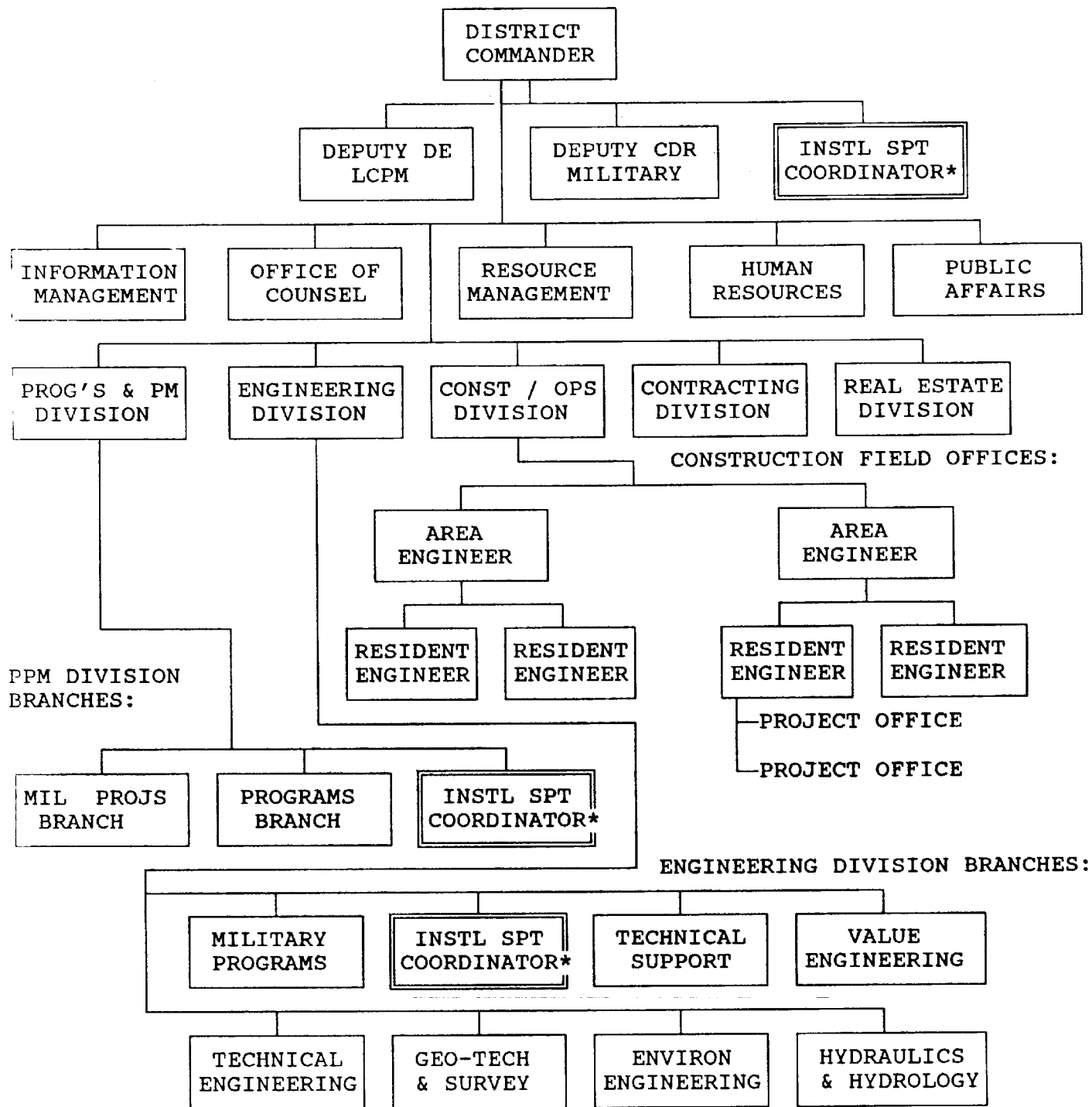
a. With nearly 44,000 employees, the U.S. Army Corps of Engineers is the worlds largest engineering organization. Under the command of the Chief of Engineers in Washington, D.C., the U.S. Army Corps of Engineers has 13 Divisions/Major Subordinate Commands (MSC) subdivided into 39 districts that manage Military and Civil Works engineering and construction programs worldwide. Each USACE military district has a major responsibility in managing design and construction programs for the Army and Air Force in their geographical area. Many civil works districts have a mobilization support mission for Army installations.

b. Maps of MSC and district civil works and military support operational boundaries are provided at Appendix J.

c. USACE MSC's and districts which have an assigned mission to provide direct support to installations through the USACE Installation Support Program are identified in AR 420-10 (see Appendix K).

1-6. District Organizational Structure.

Districts are the Corps of Engineers basic operational level organization. USACE districts typically have four line divisions; engineering, construction-operations, project management, and real estate (see Figure 1-1). The construction function has a field structure consisting typically of area, resident, and project engineer offices. This construction field structure expands, contracts, and relocates dependent upon the construction workload. USACE districts are usually led by a cadre of military officers, but the vast majority of the staff are civilian members of the USACE team. USACE military districts provide direct support to installations and USACE civil works districts.



* Typical locations for Installation Support Coordinator
Figure 1-1. A Typical District Organizational structure.

1-7. Installation Support Organizational Structure. The organizational element directly responsible for the Installation Support program varies from district to district depending upon workload and staffing levels. The supporting element ranges from one individual serving as the Installation Support Coordinator, to a fully staffed Installation Support Section/Branch.

a. Installation Support Coordinator. A single individual within the district who:

(1) Serves as a single point of contact to receive all Installation Support requests.

(2) Directs incoming requests to the appropriate in-house resource or other USACE capability.

(3) Coordinates customer requests within the district to ensure timely execution, efficient and effective project management and procurement, cost control and quality of construction.

(4) Monitors installation/customer satisfaction.

b. Project Managers accomplishing Installation Support. Districts that accomplish a consistent, yet minimal volume of Installation Support/reimbursable funded projects have a number of project managers who are responsible for accomplishing installation support work. These project managers are located within the Military/Project Management Branch and may assume the role of Installation Support Coordinator or work in conjunction with that individual.

c. Installation Support Section/Branch. In a district with a large reimbursable funded military workload, a dedicated section or branch has been formed to accomplish the Installation Support mission. This is the optimum scenario in that it provides the most efficient, effective and focused support to installations. In this case standard military construction project management procedures can be most effectively streamlined or tailored in order to simplify, expedite and reduce the costs of accomplishing a project. In addition, each major installation will normally have one or more project managers dedicated to their needs. An example of this organization is depicted in Figure 1-2 on the following page.

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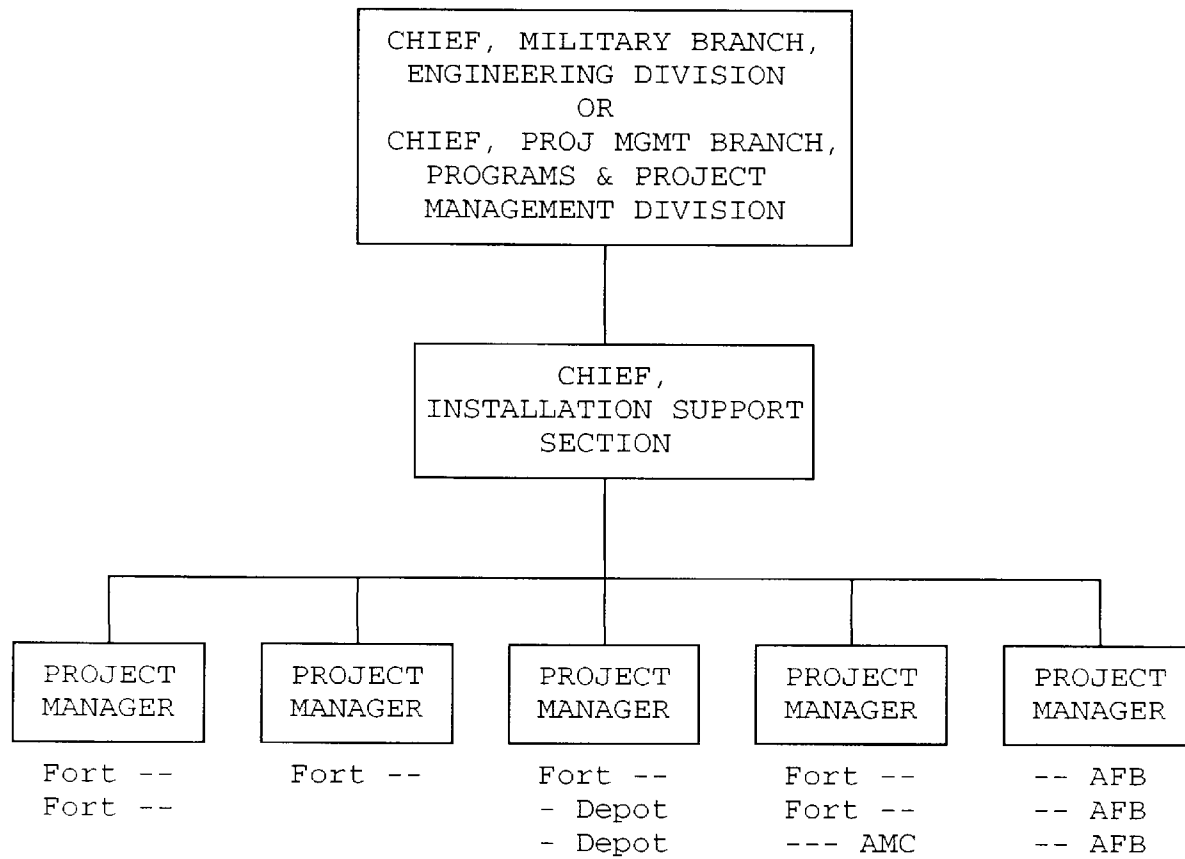


Figure 1-2. Typical Organizational Structure of Installation Support Section or Branch